

**GPC purchase transaction log (MoJ staff)**

Cardholder	Nick Hardwick	Card number	5569 **** * 4486
Office	HM Inspectorate of Prisons	Business Unit/Business Entity	RD110
Month & year	May-11		

Local transaction reference	Date of purchase / receipt of goods	Supplier	Details of purchase	Net amount	VAT amount	Gross amount
083/may11	05-May	East Coast	Return tickets to Yarm for inspection of HMP Kirklevington Grange	97.00		97.00
084/may11	05-May	First Great Western	Return tickets to Oxford to attend Andrew Bridges' lecture and return tickets to Plymouth to speak at Youth Justice Conference	74.00		74.00
085/may11	06-May	British Airways	Return flights to Edinburgh to attend Heads of Inspectorates Forum	268.72		268.72
086/may11	25-May	East Coast	Return tickets to Wakefield for inspection of HMP New Hall	72.65		72.65
087/may11	25-May	Virgin Trains	Return tickets to Lancaster for inspection of HMYOI Lancaster Farms	78.50		78.50
<b>Sub-total</b>				<b>590.87</b>		<b>590.87</b>

**Total carried forward from continuation sheet**

**Total purchases for period**

<b>590.87</b>		<b>590.87</b>

Cardholder's signature \_\_\_\_\_

I certify that purchases detailed were valid Ministry of Justice purchases and that the goods have been satisfactorily received.

I have reconciled the expenditure detailed above and confirm that these are valid purchases made for Ministry of Justice, that the goods have been received in full, and that the price of the order is fair and reasonable.

Date \_\_\_\_\_ Card Administrator's name \_\_\_\_\_

Card Administrator's signature \_\_\_\_\_